

City of North Bay Report to Council

Report No: CORP-2021-084

Date: September 10, 2021

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

Karen McIsaac, Dipl. M.A.
City Clerk

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Proposal 2021-56 Internet, Paper Ballot and Tabulator Count
Voting Solution

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to Election Systems & Software Canada ULC in the amount of \$99,655.00 (plus HST) for the provision of an integrated internet and paper ballot/tabulator count voting solution for the 2022 Municipal and School Board Election.

Background

The Municipal and School Board Elections will be held on Monday, October 24th, 2022. Pursuant to the *Municipal Elections Act*, S.O. 1996 a municipality has until May 1st in the year of an election to pass a by-law authorizing the use:

1. of voting and vote-counting equipment;
2. an alternative voting method that does not require electors to attend a voting place in order to vote.

On Tuesday, July 13th, 2021, Council passed By-Law 2021-69 to allow for alternative voting methods.

On Tuesday, June 29th, 2021, Council passed Resolution 2021-263 authorizing the City Clerk to prepare an RFP for in-person voting with tabulators and

electronic voting (hybrid method) for the 2022 Municipal and School Board Elections.

This hybrid method will provide constituents with a broader choice on their preference to cast their votes and will reduce the risks associated with relying on a single voting method.

As COVID-19 has impacted every aspect of our current lives and will continue for the foreseeable future, this is a factor that must be considered when planning for the 2022 Municipal and School Board Election.

Financial/Legal Implications

A formal bid request, which closed August 11, 2021, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Three proposals were evaluated by the Purchasing Manager, the City Clerk, the Deputy City Clerk, the Database Specialist and the Information Systems Manager. The evaluation considered mandatory technical requirements, company experience and qualifications, project management, system solutions, support, and price.

The results are as follows:

Ranking	Company	Overall Score
1	Election Systems & Software Canada ULC	88.00
2	Dominion Voting Systems	62.59
3	Voatz Canada Ltd.	*

* Proponents marked with an asterisk provided proposals that did not meet the minimum mandatory requirements

The proposal from Election Systems & Software Canada ULC scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Costs associated with Municipal and School Board Elections are funded from the Election Reserve (99526R). The Election Reserve is funded annually through an allocation from the Operating Budget. The current annual contribution to the reserve is \$65,000. As at the date of the report, the Election Reserve has a balance of \$284,539.00. The total expected costs of the election will be reviewed as part of the 2022 Operating Budget process and the annual allocation from the Operating Budget will be adjusted accordingly.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

Ensure continuous improvement of governance and administration.

Options Analysis

Option 1: That City Council approves the award of a contract to Election Systems & Software Canada ULC in the amount of \$99,655.00 (plus HST) for the provision of an integrated internet and paper ballot/tabulator count voting solution for the 2022 Municipal and School Board Election.

Option 2: Do not award a contract. This option is not recommended because the integrated internet and paper ballot/tabulator count voting solution is required in order to provide alternative voting methods for the 2022 Municipal and School Board Election.

Recommended Option

That City Council approves the award of a contract to Election Systems & Software Canada ULC in the amount of \$99,655.00 (plus HST) for the provision of an integrated internet and paper ballot/tabulator count voting solution for the 2022 Municipal and School Board Election.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO
Title: Manager of Purchasing

Name: Stephan Graveline
Title: Manager, Current Operations

Name: Karen McIsaac, Dipl. M.A.
Title: City Clerk

We concur with this report and recommendation.

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP
Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Karen McIsaac, Dipl. M.A.
Title: City Clerk